

Board of Water and Soil Resources
Performance Review and Assistance Program

Instructions for Part 2 Watershed-based Performance Standards Checklist

LGU Types: Counties, Soil & Water Conservation and Watershed Districts

General Instructions: The Part 2 Performance Standards checklist is intended to be used as part of the Board of Water and Soil Resources' review of local governmental unit collaboration in the delivery of water and related land conservation services within a watershed. The purpose of this part is to provide an overview of your organization's relationships with other **contributing** LGUs in four operational areas: awareness/communication, planning, execution, and outcomes/accountability. **Contributing** LGUs, for the purposes of this review, are SWCDs, counties, and watershed districts, upstream or downstream from yours that have jurisdiction within the same watershed. Contributing LGUs do not include cities, townships or federal/state agencies.

Please refer to the following instructions when filling out the Part 2 checklist. Where the performance standard lists multiple criteria (e.g., "monitored and widely reported"), both criteria must be met in order to check the "yes" box on the form. In addition to the "yes" and "no" answers, there is space to add verifying information in the "Quantity or Type" section of the Rating column, described as the "Q or T column" in the instructions.

Awareness & Communication

- Send newsletters/reports to contributing LGUs
Check "yes" if you regularly send general information (e.g., newsletter), annual reports, or special project reports to other contributing LGUs.
- You know the priorities and problem areas of other contributing LGUs
Based on either collaborative efforts or your own review of materials from other LGUs you are aware of the priority areas or specific resource management problem areas of other contributing LGUs.
- Website contains links to federal/state agency watershed reports, TMDL implementation plans
Your organization's website has links to or on-line copies of federal or state level plans, reports or overview documents relevant to local water management.
- Training for Board/Committee and staff in watershed problem areas and targets
Members of your board or water plan committee and program staff have training or orientation that addresses problem areas, objectives or targets that are specific to the subject watershed or watersheds within your jurisdiction. Enter date of most recent in the Q or T column.
- Invite contributing LGUs to special events/presentations/training
You routinely invite contributing LGUs to attend special events, training or seminars that you sponsor to promote common knowledge base or understanding of issues relevant to project and program responsibilities. This is over-and-above local water plan committee meetings or regular board meetings. Indicate the number of such events in the past 3 years in the Q or T column.

- Public education materials contain watershed focus
You include basic and specialized information about watershed-based management at public education events and in materials and on the website for public information.

Planning

- Plan identifies/describes watershed area(s)
Your long-range plan (local water management plan, watershed management plan) identifies and describes the watersheds within your jurisdiction and organizes goals, objectives and action items with respect to the watershed.
- Contributing LGUs participate in your plan updates/revisions
This participation extends beyond review and comment on your draft plan and could include membership on a technical advisory committee, participation by other LGUs in defining priority concerns, strategies, and accepting joint or sole responsibility for implementation.
- Adopted/incorporated goals & objectives of other LGUs
LGUs that meet this standard will have goals, objectives and/or action items from another contributing LGU's plan in their own long-range plan. The implication is that the common plan elements were jointly developed or address similar priorities. Indicate which LGU(s) in the Q or T column.
- Adopted a comprehensive watershed management plan
This plan option, enabled by the 2012 Minnesota legislature in amendments to Chapter 103B, has yet to be defined by BWSR. Not yet operational.
- Formal, regular joint strategic planning with contributing LGUs
Strategic planning includes meeting with key staff and board members to select short- to mid-term topics and jointly set priorities and define action steps. To meet this standard LGUs will conduct periodic (annual?) sessions collaboratively with other contributing LGUs. Enter the date of the last such session in the Q or T column.

Execution

- Accessible menu of local water management skills/services is established and used
Contributing LGUs have a "menu" of available skills and services that are jointly available (e.g., wetland delineator, financial services) and used. NPEA program is an example of such services, but must be listed with other services to qualify for a "yes" response to this standard.
- Party to a JPA for shared skills/services/equipment
Check "yes" if your LGU is a party to a joint powers agreement or memorandum of agreement for sharing skilled labor (e.g., certified wetland delineator), services (e.g., engineering services, human resources), or equipment (e.g., portable monitoring equipment) among one or more of the contributing LGUs of this watershed. The JPA must include services beyond the NPEA program alone.
- Common fund for watershed-wide projects/programs
One or more contributing LGUs serve as a repository for funds that are available to all for implementation of projects or programs based on watershed strategic plan or other coordinated plans. Indicate the repository LGU and current balance in the Q or T column.

- Accounting system tracks \$ spent by priority area(s)
To meet this standard you must have a means for reporting project/program expenditures according to both your long-range or strategic plan priority areas and watershed priority issues and/or areas.
- Partnerships: projects/programs with contributing LGUs that used cost sharing (\$ or in-kind)
You have cooperative programs or projects within the last 3 years where you and contributing LGU(s) shared the cost either financially or with in-kind services. Indicate the number of such projects/programs in the Q or T column.

Outcomes & Accountability

- Intensive watershed monitoring and assessment report: start/complete
MPCA, in partnership with other water quality management entities, is systematically monitoring waters of the state to identify impairments. If your watershed monitoring has been started or the report has been completed by MPCA, check “yes” and enter the dates in the Q or T column.
- Obtained stakeholder input at appropriate scale and within last 5 years
LGUs that meet this standard will have conducted, either solely or in partnership with other contributing LGUs, a general formal or informal survey of stakeholder opinions or interest in water management issues. This effort can take several forms and need not be a scientifically based, random sample survey. Such broad-based public input is particularly valuable in conjunction with major plan updates in order to give stakeholders an opportunity to inform priority setting. Enter the date of your most recent input effort in the Q or T column. Your stakeholder input must have been collected since 2007.
- Water quality trends monitored / widely reported
LGUs that meet this standard will have identified priority water bodies in their district and have an established monitoring program to track the water quality of those water bodies. The results of the monitoring must have been provided to other agencies and the general public in a readily accessible format. Indicate the date of the latest data publication in the Q or T column.
- Watershed hydrologic trends monitored / widely reported
LGUs that meet this standard will regularly measure one or more hydrologic parameters for their watershed or sub-watersheds and report the results. Selected parameters should be indicators of the effectiveness of water retention efforts, or changes in impervious surface coverage and hydrologic connectivity. These parameters are used to identify trends in peak flows, runoff volumes, baseflow, and other hydrologic characteristics related to an LGU’s water management objectives. The results of the monitoring must have been provided to other agencies and the general public in a readily accessible format. Indicate the date of the latest data publication in the Q or T column.
- Contributing LGUs agree on conclusions about resource conditions and trends based on monitoring data
LGUs that meet this standard will have a common set of resource conditions (e.g., lake water clarity, peak flows) that they are cooperatively monitoring and

- tracking. They meet regularly to share data, discuss trends, and determine priorities for projects or practices to address areas of need.*
- *Contributing LGUs have developed and agree on targets for watershed resources. Targets are usually numerical goals for resources of concern (e.g. water quality parameters) or program implementation (e.g., number of stream miles of buffer strips, percentage of cultivated land in no-till). For this indicator, some or all of the contributing LGUs will have jointly developed such targets and regularly monitor and report on their progress in meeting them.*